



ADMINISTRATIVE OFFICER
ADMINISTRATIVE DEPARTMENT

Vacancy number: IMSO 21-02

Date of Issue:	3 November 2021
Deadline for applications:	26 November 2021
Entry on duty:	As soon as possible
Rate of pay:	£2,309.17 per month (free of income tax in the UK)
Contract information: This temporary contract is limited to a period of up to 1 year in quarterly contracts based on requirements and performance, with the possibility of further extensions. Applicants must have legal eligibility to live and work in the UK at the time of applying.	
Purpose of the Post Under the supervision of the Director General and/or the immediate supervisor designated by the Director General, the incumbent will carry out specific secretarial, conference, administrative and IT related duties to support the work of the office, as assigned. For a detailed job description, please refer to page 2.	
Required competencies a) Detailed knowledge of information and communication technologies, particularly in Microsoft productivity tools such as Office 365, Teams and SharePoint Online. b) Knowledge of computer networks including configuration firewalls, switches, printers, VOIP phones and VPN clients. c) Strong organizational capabilities and initiative to adapt to a broad range of tasks. d) Ability to prioritise tasks, manage time efficiently to meet deadlines. e) Proactive and reliable approach, with demonstrated ability to organize and prioritize workloads and to work under pressure to tight deadlines. f) Ability to adapt to a broad range of tasks with a solutions-oriented approach and work under pressure to tight deadlines or at short notice. g) Punctuality, tact and ability to maintain confidentiality and deal tactfully in all situations and interactions. h) High degree of initiative, thoroughness and meticulous attention to detail, ensuring accuracy of output.	
Professional experience Experience in secretarial or administrative and IT related work and experience within an international organisation would be an advantage.	
Education Completion of secondary education or equivalent to university entrance standard; higher education in computer science, information systems or related field would be an asset.	
Language Skills Complete proficiency in English. Working knowledge of any other IMSO official languages would be an asset.	
Other Skills Excellent computer skills and high level of proficiency in Microsoft Office packages (in particular Excel and Word) are required. Good numerical, proof reading skills and drafting capability. Working knowledge of SharePoint or similar platform would be an advantage.	
How to apply Applications must include an up-to-date Personal History Form, which can be downloaded from our website (https://imso.org/vacancies-at-imso) and must be accompanied by a cover letter stating your reasons for applying and mention any experience relevant to the post. Applications should be sent to the following email address: recruitment@imso.org . Only applications submitted via email will be accepted. Please state reference IMSO 21-02 as well as the title of the post in the subject line. Your application will be acknowledged only in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.	

MAIN DUTIES AND RESPONSIBILITIES

Successful candidates would be asked to provide broad administrative support, duties of which include:

- 1 Provide support/coordination, including the day-to-day implementation and assessment of progress of tasks.
 - 2 Prepare meeting documents; correspondence, meeting files; draft reports and briefs; including the preparation of tables, graphs, spreadsheets and presentations.
 - 3 Support IMSO working groups during meetings and assist, as required.
 - 4 Proofread and monitor quality and uniformity of correspondence and where necessary edit all correspondence, documentation and reports to ensure an excellent standard of language, grammar and spelling as well as presentation, in conformity with established IMSO practices.
 - 5 Assist in the coordination of meetings at IMSO Headquarters or virtual meetings (via Teams, Zoom or Kudo), as appropriate, ensuring internal logistical processes are followed for the effective preparation of the meeting.
 - 6 Serving as the first point of contact for IT support within the Organization.
 - 7 Installing, configuring and maintaining software and hardware components of computer and network systems.
 - 8 Diagnosing and troubleshooting software and hardware issues.
 - 9 Repairing and replacing damaged computer and network components.
 - 10 Ensuring the security of client and server computers by installing and upgrading antivirus and firewall software.
 - 11 Supporting people whenever they encounter challenges with computers and network devices.
 - 12 Maintaining and updating technical documentation regularly.
 - 13 Drafts training materials and conducts training sessions and demonstrations of systems for users.
 - 14 Communicate with participants; disseminate meeting information and materials in consultation with the line managers in the relevant Section. Liaise with focal points and sub-contractors in the field, as required.
 - 15 Organize databases and maintain the electronic filing system on SharePoint including all confidential files, administrative and finance-related files, project files, and other files.
 - 16 Coordinate all forthcoming meetings, commitments and appointments providing well-researched files with relevant background information, drawing attention to issues related to the work of the Section.
 - 17 Maintain and update webpages on the IMSO public website and IMSO Docs.
 - 18 Perform any other duties, which may be assigned by the Director General, and/or the immediate supervisor designated by the Director General.
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